

GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAM PURA, DELHI-34
(WCSC BRANCH)

No.F.3(20)/WCSC/Pupil Fund/DTTE/2019/.....08.....

Dated:.....17/06/2020.....

ORDER

I am directed to convey the approval of the Director, Training and Technical Education to delegate the financial powers to HOOs of WCSCs including WCSC Vivek Vihar to utilize the collection of Pupil's Fund of courses of WCSCs during the academic years under various activities as mentioned and issued vide order No. F. 7(1)/2007/Trg./Pupil's Fund/C-183777/731 dated 07/05/2007 (Copy enclosed) and enhanced powers delegated vide order No.F.7(19)/Trg. Acad/Caution Money-Pupil Fund/2014-15/616/1747 dated 23.11.2017 (Copy enclosed).

This issues with the prior approval of the Director-TTE.



(A. N. Gaur)

Dy. Director (WCSC)

Dated:.....17/6/2020.....

No.F.3(20)/WCSC/Pupil Fund/DTTE/2019/.....08.....

Copy for necessary action and information to:-

1. Jt. Director (Admn.), DTTE, Pitam Pura, Delhi
2. Jt. Director (Plg.), DTTE, Pitam Pura, Delhi
3. PS to Director-TTE
4. Project Director-cum-Principal, WCSC Vivek Vihar, Delhi.
5. HOO- WCSC Wazirpur/Jhandenwalan/IBBS BTC/IITD/Rajokri/ DPSRU, New Delhi/Delhi.
6. Nodal Officer/COO, WCSC Wazirpur/Jhandenwalan/IBBS BTC/IITD/Rajokri/ DPSRU, New Delhi/Delhi.
7. Concerned Pay & Accounts Office through concerned HOO of WCSCs.
8. All Principals of ITIs.
9. The Computer Analysis, DTTE with the request to upload the same on the website of DTTE.
10. Guard File.



(A. N. Gaur)

Dy. Director (WCSC)



No. F.7(19)//Trg- Acad /Caution Money –Pupil Fund/2014-15/616/1747

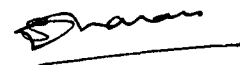
Dated: 23-11-2017

ORDER

I am directed to convey the approval of the Secretary, TTE to delegate financial powers to Principals/HOOs of Industrial Training Institutes to utilize the collection of Pupil's Fund of certificate courses during the academic years under various activities mentioned below:-

1. The financial power of the Principal's/H.O.O's. of each Industrial Training Institute under Pupil Fund is enhanced from Rs.10, 000/- to Rs. 25,000/- or 12.5 % of total annual collection from Pupil Fund Per Activity per Annum as per the table given below :-

Activity /Head	Existing Provision	Enhancement approved per annum
<p><u>1. Co-Curricular Activity:</u> Examination, Magazine, Internet, Academic Stationery & Raw Material for examination/admission purpose, printing of Syllabus, Study Material etc. and Expert Lectures as per prescribed rates of part time guest faculty @ one lecture per branch per week by experts from Industry/Academia/Departments as certified by Academic Council of the institute consisting of Principal, Vice Principal, Group Instructor and Craft Instructor of the Concerned Trade of the institute.</p>	Rs. 10000/-	Rs. 25,000/- Or 12.5% of total annual collection from Pupil Fund. (Whichever is higher)



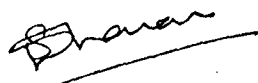
Dr. SUMAN DHAWAN
 Deputy Director (Academic)
 Deptt. of Trg. & Tech. Education
 Pitam Pura, Delhi-110034

Activity /Head	Existing Provision	Enhancement approved per annum
<p>2. <u>Training & Placement Related Activity:</u> Training fees, Educational Tour, Campus Interview, Industry-Institute-Interface, Project Fee, Skill training to the students/ training based on NSQF levels/training from Sector Skill Council (SSC)/ any other agency with the approval of Competent Authority/ training under MOU, Purchase of hospitality items for campus interview/training and placement cell. Certification Fee, Placement Brochure, Technical Festival, entrepreneurship development program, start up, stand up initiatives, Subscription to National/International on-line Journals, Networking with leading Institute Project exhibition/ Research related activities by students & faculties at various platform/institute etc.</p> <p>Facilitating training and placement cell and principal of the institute for making necessary arrangements for student's job interview and liaison with the dignitaries of the industry/foreign delegates, visitor for technical collaboration/MOU/training institution/Alumni/DGT, MSDE inspection/ Joint Inspection Committee/ JAC/ Visit of Delhi Government officials/ visit of Departmental Committees etc.</p>	Rs. 10000/-	Rs. 25,000/- Or 12.5% of total annual collection from Pupil Fund. (Whichever is higher)
<p>3. <u>Extra - Curricular Activity:</u> Sports, Games, Equipment for Sports and Games, Hobby Club including horticulture activities like plantation, eco clubs and related equipments, Cultural Activities, Participation in national/international/state level competitions/Skill Olympics/ skill competition/ Tech. fest/NCC/NSS / PTM/Organising National/International Conference/workshop etc for presentation of papers by students, their Project/ Research work and faculty etc., exhibition of Models etc.</p>	Rs. 10000/-	Rs. 25,000/- Or 12.5% of total annual collection from Pupil Fund (Whichever is higher)
<p>4. <u>Annual Gathering:</u> Arrangement of Convocation, Annual Day, Republic Day, Fresher's Party, Independence Day, Founder's Day, Orientation day, Alumni meet, Awards & Prize distribution ceremony (proposed provisions for various items are suggested in Para 5), World youth Skill Day, Women's Day etc.</p>	Rs. 10000/-	Rs. 25,000/- Or 12.5% of total annual collection from Pupil Fund (Whichever is higher)

Bhawan

Dr. SUMAN DHAWAN
 Deputy Director (Academic)
 Deptt. of Trg. & Tech. Education

Activity /Head	Existing Provision	Enhancement approved per annum
<p>5. Students Welfare: Health Care, Scholarship to needy students, Emergency Medical Aid, Sponsorship to students for presenting Papers/Representing the Institutions in competition, Fees, Books, Uniforms, Bus/Railway Passes, etc to the needy students on the recommendation of the Academic Council of the Institute.</p>	Rs. 10000/-	Rs. 25,000/- Or 12.5% of total annual collection from Pupil Fund (Whichever is higher)
<p>6. Institutional Development/ Electronic Surveillance:- Measures including electronic surveillance to have appropriate control and monitoring of institutes for overall benefit of students and for prevention of harassment of Female students and to eradicate the possibility of ragging in the campus. Measures for Institutional Development in student's interest like, Public Addressing System, etc..</p> <p>In case of dire need of improvement in existing facilities beyond limit, Principals/H.O.O. may send the proposals for approval of Head of Department, TTE. These cases may include</p> <p>i. Improvement in Labs/workshops, ii. Procurement of tool-kits, NIMI Books, Safety Gadgets & equipments.</p>	Rs. 10000/-	Rs. 25,000/- Or 12.5% of total annual collection from Pupil Fund (Whichever is higher)
<p>7. Up – keeping/Development of Basic Facility/ Infrastructure Development: Provision/facilitation and to improve the canteen facility in campus and /or Mother Dairy or similar such booths for providing healthy foods for students in the campus. Development and upkeep of canteen/lawn/ hostel/library, wi-fi facility in institute, General maintenance and up-keeping of R.O. system, Water purifier, water coolers etc.</p> <p>In case of emergency during examination etc. purchase/ procurement of Students Furniture, Petty Repair of furniture/lab equipments and its calibration</p>	New Activity	Rs. 25,000/- Or 12.5% of total annual collection from Pupil Fund (Whichever is higher)
<p>8. Miscellaneous Expenditure on Unspecified Items other than above said Activities/ Heads: Item for student's welfare/ institution development accreditation for quality assurance like NBA/NAAC/ISO/National/International Certification of the Institution etc. Institutional Publicity before admissions and publicity of events like alumni meet, inaugurations, etc. Any other activity with the approval of Competent Authority for student welfare/ institutional development.</p>	New Activity	Rs. 25,000/- Or 12.5% of total annual collection from Pupil Fund (Whichever is higher)
<p>Maximum limit for expenditure under Pupil's Fund Accounts in a year shall not exceed the total deposit in Pupil's Funds by the students in an academic year.</p>		

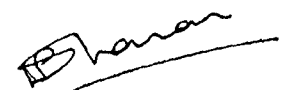

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2. Awards and other activities (to be accommodated in Activity No.4-Annual Gathering):-

Sl. No.	Items approved to be Awarded in the form of following.	Approved
1	Blazer /Medal [Topper amongst all disciplines in the SCVT/NCVT Exams for each Institute / Best Sports Person/ Best All-Rounder/Any other achiever of significance of highest order]	Rs.2500/-
2	Tracks Suit / Medal [Second Topper amongst all disciplines in the SCVT/NCVT Exams for each Institute/ Best Athlete/ Second Best Sports Person/second highest achiever of significance]	Rs.1800/-
3	Trophy/ Medal/ Book/ Other Materials [Academic first position holder in each Discipline (Engg./Non-engg)/First Prize in individual Sports Event/Extra-Curricular activities/ skill competition/tech. fest etc.	Rs.350/-
4	Trophy/Medal/Book/Other Materials [Second Prize in Exam in each discipline (Engg./Non-engg)/ individual Sports Event/ Extra Curricular Activity/skill Competition/Tech. fest etc.	Rs.250/-
5	Trophy/Medal/Book/Other Materials [Winner of Team Events(No. of team event should not exceed four)]	Rs.400/-
6	Trophy/Medal/Book/Other Materials [Runner-up of Team Events (No. of team event should not exceed four)]	Rs.300/-
7	Food/ Drink Fruits (Refreshment during Sports Days/Annual day/skill competition/Independence day/Republic day /any other function etc.	Rs.50/- or as per prescribed rates from time to time for all the students as well as for jury experts, teachers and staff etc.

3. The Head of Offices/Principals of Delhi Govt. Industrial Training Institutes shall exercise these powers to utilize the collection of Pupil Fund under various activities subject to:

- I. Availability of funds under the Pupil's Fund during the financial year in which expenditure proposed.
- II. Completion of all codal formalities as per GFR Guidelines.



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- III. Pupil fund proposal should be scrutinized by Miscellaneous Account Committee to be constituted at institute level consisting of Principal/H.O.O., AAO, G.I. of the institute.
- IV. Local purchase committee of the institute must collect and submit the quotations regarding items mentioned in the proposal.
- V. Comparative statement should also be attached.
- VI. Certificate as per requirement of applicable rules of GFR be placed in the file.
- VII. Codal formality completion certificate be placed in the file.
- VIII. Pupil fund availability of budget should be clearly mentioned in the file along with total deposit in pupil fund, total deposit in current year and total expenditure in present year.
- IX. Proposal must be examined by AAO of the institute as per latest financial guidelines and Pupil fund account is to be maintained by AAO of the institute separately.
- X. Observance of instructions issued by various authorities like DTTE/FD etc. from time to time.
- XI. Expenditure/Procurement may be done as per the actual requirement.
- XII. E-tendering methods may be adopted for the procurement as per the guidelines for estimated cost, wherever required.
- XIII. The principal of the institute should ensure that total expenditure under pupil fund should not exceed more than total deposit by students in a year under normal circumstances.
- XIV. Expenditure for working Lunch (in case of meeting/events start in the morning and continue at least till after noon) for officials involved in Training & Placement Activities, Special Lectures, Expert Lectures, Seminar, Workshop, Conference, Principal's meeting with the delegations from the industry/academia/alumni/NGO etc. and other events related to student's welfare under the Pupil Fund shall be as per prescribed rates from time to time.




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4. Competent authority for administrative approval & expenditure sanction over and above the limit .

Director, Training & Technical Education Department shall be the competent authority for administrative approval and expenditure sanction in respect of expenditure over and above the limit proposed in the eight heads of activities.

This order will be applicable to Delhi Government Industrial Training Institutes and supersedes all previous orders related to the Pupil Fund. This order shall come into effect from 01.12.2017. this issues with the prior approval of the Secretary, TTE vide U.O.No. 621 DTTE(HQ), dated 22.11.2017.


(Manoj Kumar)
Director, TTE

To
The Principals/HOO, All Govt. ITI/BTC, Delhi/New Delhi.


MANOJ KUMAR, IAS
Director
Training & Technical Education
Govt. of NCT of Delhi.
Muni Maya Ram Marg
Pitam Pura, Delhi-110088

No. F.7(19)/Trg- Acad /Caution Money –Pupil Fund/2014-15/616/1747

Dated: 23-11-2017

Copy to:-

1. Pr. Secretary (Fin.), Finance Department , GNCT of Delhi, Delhi Sachivalaya Delhi
2. Secretary, DTTE, Muni Maya Ram Marg, Pitam Pura, Delhi.
3. Director, DTTE, Muni Maya Ram Marg, Pitam Pura, Delhi.
4. Addl. Director, DTTE, Muni Maya Ram Marg, Pitam Pura, Delhi.
5. Controller of Accounts, Principal Accounts Office, Govt. of NCT of Delhi, Vikas Bhawan, ITO, New Delhi.
6. All Branch In charges in Directorate/Head Qtr., Delhi.
7. Concerned Pay & Account Office through Head of the Institute/Principals.
8. Controller, BTE.
9. Asstt. Programmer, DTTE with the request to upload the same on the website of DTTE.
10. Guard File.


(Dr. Suman Dhawan)
Dy. Director (Acad)

Dr. SUMAN DHAWAN
Deputy Director (Academic)
Deptt. of Trg. & Tech. Education
Pitam Pura, Delhi-110034

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GOVERNMENT OF N.C.T. OF DELHI
DEPARTMENT OF TRAINING & TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110 034
Ph.: 2732 1024 Fax: 2732 5341 E-Mail : ddtte@nic.in

No. F. 7(1)/2007/Trg./Pupil's Fund/C-183777/13/

Dated: 07/05/2007

OFFICE ORDER


Sub. : Delegation of Financial Powers for expenditure out of Pupil's Fund

I am directed to convey the approval of the Secretary, Training & Technical Education for delegation of the financial powers to the Principals of ITIs/BTC/CSI under Pupil's Fund in various activities vides U.O. 88/AC dated 03/05/2007. The break up of activities approved for being taken up under Pupil's Fund account is as under: -

S.No.	Activities	Delegated Financial Powers
1.	Co-Curricular Activity	Rs. 10,000/- per annum
2.	T & P Activity	Rs. 10,000/- per annum
3.	Extra Curricular Activity	Rs. 10,000/- per annum
4.	Annual Gathering Activity	Rs. 10,000/- per annum
5.	Students Welfare	Rs. 10,000/- per annum
6.	Institutional Activity	Rs. 10,000/- per annum

All codal formalities are to be observed as provided in GFR.

Encl.: Guidelines for Pupil's Fund


(S.P. SINGH)
O.S.D. (TRG.)

To

The Principal
ITI/BTC/CSI
Delhi/New Delhi

Copy for information to: -

- PA to Secretary/Additional Secretary/Joint Secretary, TTE
- AD (Trg.)/AIT (Plg.)/AIT (Exam)/AIT (Placement)/AO (Trg.)

4/c 28/12

Guidelines for the utilization of the Pupil's Fund Account

The competent authority regarding utilization of the Pupil's Fund Account has approved the following guidelines: -

1. The Pupil's fund shall comprise of and be maintained under the account as stated below:

a) **MISCELLANEOUS ACCOUNT** comprising of all Government authorized receipt and which are not credited to Government revenues. The administration of this miscellaneous account shall vest in the Head of Institution, who shall be assisted and advised by a committee called the **Miscellaneous Accounts Committee**. It shall consist of Head of Institution, a representative nominated by the Head of Institution, and the Training Officer. The Instructor/teacher nominated by the Head of the Institution shall function as **Secretary** of the Committee.

2. The function of the above committee in respect of the Miscellaneous Account shall broadly be as under: -

a) To discuss and frame proposals from time to time for expenditure from and under the aforesaid accounts.

b) To deal with all other matters relating to proper utilization of the accounts subject to the rules laid down in the Pupil's Fund rules.

3. The general organization and administration of the Pupil's Fund in any institution shall be regulated under the following rules: -

i) The Pupil's Fund and the accounts thereof in each of the Institutions shall be maintained and operated by the Principal or Head of the Institution looking after the work of the Principal in his absence. The accounts shall be kept with State Bank of India saving account. Except in absolutely unavoidable circumstances to be reported to the H.O.D. with the least possible delay, no cash balance exceeding Rs. 1,000/- from the accounts shall be retained in hand. The income should be expeditiously deposited in the State Bank of India and no receipt unduly kept out of the account and only that much money should be withdrawn from the fund as is likely to be expended immediately.

ii) Transfers from any accounts to Miscellaneous Account shall not be permissible which transfer from Miscellaneous Account to other account shall only be permissible with the prior approval in writing of the H.O.D. in exceptional circumstances.

iii) No permission of the H.O.D. shall be necessary for expenditure from the accounts on the Pupil's fund on schedule items annexed to these rules subject to the limitations mentioned against each activities.



3/c #4/c

4. Notwithstanding any thing to the contrary mentioned in these rules, in case of emergency, the Head of the Institution shall have the power to incur expenditure up to Rs. 250/- at a time, and not exceeding Rs. 1,000/- per annum collectively out of the account of the Pupil's Fund on items not specified in the attached schedule provided intimation of the same is send immediately in writing to the H.O.D.

5. The H.O.D. is, however, empowered to order expenditure out of the Pupil's Fund on any scheduled or unscheduled items, which he considers to be of educational value or from the purpose of providing amenities to the trainees or for trainees' welfare.

6. The Pupil's Fund of any Institution shall be audited by the same agency, which is to audit the other accounts of the Institution. The fee, if any, necessarily payable for auditing the Pupil's Fund.

7. The Pupil's Fund account would be got audited each year and the copy of the audit report furnished to the H.O.D. immediately on receipt. Any instance of misappropriation or embezzlement of funds as is brought out by the audit or detected otherwise would be immediately on receipt, brought to the notice of the H.O.D. by the Principal of the said Institution and a copy of the said letter would be simultaneously endorsed to Government of NCT of Delhi.

8. The writing off unserviceable or lost articles, equipment, or other property moveable or immovable, purchased from the Pupil's Fund shall not be done without the prior sanction in writing of the H.O.D., obtained on the recommendation of and inspection by the respective committee of the Miscellaneous Accounts, as the case may be.

DETAILS OF SCHEDULED ITEMS OF EXPENDITURE FROM THE PUPIL'S FUND

MISCELLANEOUS ACCOUNTS

A. Sports and Game Items

1. Purchase of material and equipment for games and sports (Each game & sport being considered as a separate items)
2. Purchase & hire of furniture and equipment in connection with promotion of sports and games
3. Expenditure on guests and participants of sports event and functions
4. Prizes of games and sports events.
5. Purchase of material and equipment for gymnasium.
6. Conveyance other than for participation of teams or sportsman in matches and tournaments.
7. Provision for the maintenance of play grounds/ and play rooms in proper condition.
8. Payment of allowances and honorarium for part time ministerial assistance and engagement of part time workers in connections with sports and games.



- 9. Expenditure on purchase of books, magazines, periodicals and charts connected with sports and games.
- 10. Provision for expenditure on uniforms, blazers, jerseys and other such items for teams and individual sportsman, which shall be the property of the trainees provided he does not discontinues his training in the academic session in which the supply is made.

B. Academic Items

- 1. Provision for purchase of equipment, apparatus and material for holding of internal examinations and tests.
- 2. Provision for purchase of stationery, printing and other allied charges relating to question papers, drawing material etc. for internal examination or tests.
- 3. Prizes for meritorious trainees passing examination and tests.
- 4. Payment of honorarium and allowances for engagement of part time ministerial and other subordinate staff in connection with internal examination and tests.
- 5. Supply of textbooks, stationery and educational material on loan or other basis to needy and deserving trainees/ not receiving scholarships or stipends.
- 6. Provision for monetary assistance to needy and deserving trainees for payment of examination and test fees, provided they are not scholarship or stipend holders.

C. Sundry Items

- 1. Annual or other congregational functions of the Institutions involving participation of both staff and trainees.
- 2. Cultural and other programme for the entertainment and/ education for the trainees.
- 3. Promotion of Scouts and Girls Guide activities, if any.
- 4. Authorized extra curricular societies or clubs functioning in the Institution.
- 5. Approved technology, science or art hobby clubs.
- 6. Provision of optical and hearing aids on needy and deserving trainees and other orthopedic equipment for disabled trainees.
- 7. Provision for medical equipment and appliance such as first aid kits.
- 8. Promotion of health and hygiene of trainees.
- 9. Contribution in National emergency or calamities and authorized National Relief Funds.
- 10. Sundry expenses in connection with educational tours not covered under government rules.
- 11. Contributory expenditure to needy and deserving trainees in connection with educational tours.
- 12. Payment of fees to needy and deserving cases not receiving scholarships, stipend, free ship or half free ship.
- 13. Identity Cards.
- 14. Provision of a public call telephone in the premises of the Institution for the use of the staff and trainees for making calls on payment basis.



Yc 25/c

Annexure - I

The activities as mentioned in the office order are further detailed as under: -

1. **Co-curricular Activities** e.g. Home Examination, Magazine, Internet, Stationary, Syllabus, Study Material, Expert Lecturer etc.
2. **Training & Placement Activities** e.g. In Service Training Fee, Educational Tour, Campus Interview, Industry-Institute Interaction, Project Fee, Placement Brochure, Technical Festival etc.
3. **Extra curricular Activities** e.g. Sports, Games, Equipment for Sports and Games, Hobby Club, Cultural activities etc.
4. **Annual Gathering Activities** e.g. Convocation, Annual Day, Fresher Party, Independence Day, Republic Day, Founder Day etc.
5. **Students' Welfare** e.g. Health Care, Scholarship to needy students/trainees, Emergency Medical Aid etc.
6. **Institutional Development** e.g. Subscription of International Journals, Networking with leading Institutions, Petty repair of Furniture and Equipment, Sponsorship to students/trainees for presenting papers/representing the Institutions, General Maintenance and up keeping etc.

